Job Title: Instrument Control Technician

Department: Environmental Services Division

Immediate

Supervisor: Water Superintendent

| Origination Date: | 06/21/2012 |
|--------------------------|-------------|
| Revision Date: | |
| Job Grade | 808 |
| FLSA Status | Non -Exempt |

BRIEF DESCRIPTION OF THE JOB:

The purpose of this position is to perform skilled control system maintenance and repair of water and wastewater equipment. This is accomplished by performing general and preventative maintenance on electrical controls, instrumentation, and equipment associated with water production control systems. Other duties may include completing related tasks as assigned. Shift work, weekends, holidays, standby duty, and call-back duty may be required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

| | Physical Strength Code | ESSENTIAL FUNCTIONS |
|---|------------------------------|---|
| 1 | M | Performs skilled preventative maintenance and repairs on electrical and mechanical water and wastewater systems and equipment and enters information into Computerized Maintenance Management System. |
| 2 | S | Schedules preventive and corrective maintenance in Computerized Maintenance Management System. |
| 3 | L | Responds to SCADA systems user problems; identifies SCADA systems malfunctions and repairs. Refers major issues to operations personnel or vendor. |
| 4 | M | Tests, troubleshoots, locates, calibrates, repairs and performs preventive maintenance on a variety of industrial electrical and electronic systems. |
| 5 | L | Operates and administers complex systems including security, surveillance systems, close circuit televisions, chemical treatment and others as required. |

JOB REQUIREMENTS:

| | JOB REQUIREMENTS |
|--|---|
| Formal Education / Knowledge | Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. |
| Experience Certifications and Other Requirements | Minimum two years experience in a related field. Valid Driver's License and two ADEQ Grade 1 Certifications within the first year of hire. The ability to meet Self-Contained Breathing Apparatus (SCBA) physical examination requirements established by the City designated physician and successfully complete departmental SCBA |
| Reading | training/certification requirements. Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Math | Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Writing | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Managerial | Semi-complex – Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees. |
| Policy/Decision Making | Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized. |
| Technical Skills | Broad Application - Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of programs, solutions for complex issues, and/or processes. Independent judgment and decision-making abilities may be necessary to apply technical skills effectively. |
| Interpersonal / Human Relations Skills | Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. |

City of Goodyear, Arizona

Physical Demands

Frequency Code Scale

| | N = Never | R = Rarely | O = Occasionally | F = Frequently | C = Constantly |
|---|--------------|-----------------------|-----------------------|---------------------------------|-------------------------|
| I | Never occurs | Less than 1 hour/week | Up to 1/3 of the time | From $1/3$ to $2/3$ of the time | 2/3 or more of the time |

| Physical Demand | Frequency Code (Mark only one) | Description: (Check all that apply) | Physical Demand | Frequency Code (Mark only one) | Description: (Check all that apply) |
|--------------------|-----------------------------------|--|---------------------|-----------------------------------|---|
| Standing | □ N □ R □ O ☑ F □ C | ☐ Making presentations ☐ Observing work site ☐ Observing work duties ☐ Communicating with co-workers | Pushing/ Pulling | □ N □ R □ O ⊠ F □ C | ☒ File drawers ☐ Equipment ☒ Tables and chairs ☐ Hoses |
| Fine Dexterity | □ N □ R □ O ⊠F □ C | ☑ Computer keyboard ☑ Telephone keypad ☑ Calculator ☐ Calibrating equipment | Climbing | □ N □ R □ O ⊠ F □ C | ⊠ Stairs □ Ladders ⊠ Step stools □ Onto equipment |
| Walking | □ N □ R □ O ⊠ F □ C | ☑ To other departments/offices☑ Around work site | Vision | □ N □ R □ O ⊠ F □ C | ☒ Reading☒ Computer screen☒ Driving☐ Observing work site |
| Lifting | □ N □ R ⊠ O □ F □ C | ⊠ Supplies □Equipment ⊠ Files | Foot Controls | □ N □ R □ O ⊠ F □ C | ☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone |
| Carrying | □ N □ R ⊠ O □ F □ C | ⊠ Supplies □ Equipment ⊠ Files | Balancing | □ N □ R ⋈ O □ F □ C | ☑ On ladders☐ On equipment☑ On step stools |
| Sitting | □ N □ R □ O ⊠ F □ C | ☑ Desk work ☑ Meetings ☑ Driving | Bending | □ N □ R □ O ⊠ F □ C | ☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs |
| Reaching | □ N □ R □ O ⊠ F □ C | ☒ For supplies☒ For files | Crouching | □ N □ R ⊠ O □ F □ C | ☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground |
| Handling | □ N □ R □ O ⊠ F □ C | □ Paperwork □ Monies | Hearing | □ N □ R □ O ⊠ F □ C | ⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment |
| Kneeling | □ N □ R ⊠ O □ F □ C | ☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground | Twisting | □ N □ R □ O ⊠ F □ C | ☒ From computer to telephone☒ Getting inside vehicle |
| Crawling | □ N □ R ☑ O □ F □ C | ☑ Under equipment ☐ Inside attics/pipes/ditches | Talking | □ N □ R □ O ⊠ F □ C | ☑ Communicating via telephone/radio, to co-workers/public |
| Other | | (Explain) | 1 | , | |

City of Goodyear, Arizona

| Physical Demands (continue | <u>-4)</u> | | | | | | | | |
|---|-------------------|--------------------|---------------|------------------|-----------|-----------------------------|-----|------------|--|
| Machines, Tools, Equipmen | · | Aide | | | | | | | |
| | | | 11 - cc: - | | | | | | |
| Vehicles, variety of hand tools, pipe be | nders, instrumen | it calibrators, st | andard offic | e equipment. | | | | | |
| | | | | | | | | | |
| Computer Equipment and S | Software: | | | | | | | | |
| Microsoft Office, Internet, SCADA, lap | otop, GE Proficie | ency, RS Logix | , Allan Brac | lley knowledge, | RS Vie | ew and SQL | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Environmental Factors: | | | | | | | | | |
| Environmental Condition | ons | Never | Seasonal | ly Several 7 | imes | Several Ti | mes | Daily | |
| | | 1,0,01 | 200301101 | Per Mo | | Per Wee | | | |
| Extreme temperature | inoma outsid- | | × | | | | | | |
| (heat, cold, extreme temp. changes f work) | rom outside | | | | | | | | |
| Wetness and/or humidity (bodily discomfort from moisture) | | | × | | | | | | |
| Respiratory hazards | | | | | | × | | | |
| (fumes, gases, chemicals, dust and d | irt) | | Ш | | | | | Ц | |
| Noise and vibration (sufficient to cause hearing loss) | | | | | | X | | | |
| Physical hazards | | | | | | | | | |
| (high voltage, dangerous machinery | , aggressive | | | | | | | × | |
| prisoners, patients – <u>not customers</u>) | | | | | | | | | |
| Health and Safety Condition | ns: | | | | | | | | |
| Health and Safety Conditions | N = Never | R = Rarel | y O= | Occasionally | F= | $F = Frequently \qquad C =$ | | Constantly | |
| | Never | Less than | 1 1/. | 3 or more of | Fron | n 1/3 to 2/3 | 2/3 | or more of | |
| | occurs | hour per we | ek | the time | of | the time | 1 | the time | |
| Mechanical hazards | | | | \boxtimes | | | | | |
| Chemical hazards | | | | <u> </u> | | | | | |
| Electrical hazards | | | | | | × | | | |
| Fire hazards | | × | | | | | | | |
| Explosives | × | | | | | | | | |
| Communicable diseases | | | | | | | | | |
| Physical danger or abuse | | | | | | | | | |
| | | | | | | | | | |
| Primary Work Location: | | | | | | | | | |
| Office Environment | | | | | | | | | |
| ☐ Warehouse | | | | | | | | | |
| ⊠ Shop □ Vehicle | | | | | | | | | |
| ☐ Recreation Centers/Neighborhoo | nd Centers | | | | | | | | |
| ☐ Outdoors | a conters | | | | | | | | |
| ☐ Other (Specify) | | | | | | | | | |
| | | | | | | | | | |
| Ductactive Ferriment P | · | | | | | | | _ | |
| Protective Equipment Requ | | | | | | | | | |
| Arc flash suit, glasses, gloves, fire retar | dant clothing, fa | ice shield, heari | ng protection | n, safety footwo | ear, hard | d hat | | | |

City of Goodyear, Arizona

Job Demands

Overall Strength Demands:

| Overall Strength Demands | | | | |
|--------------------------|--|--|--|--|
| ☐ Sedentary | Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time. | | | |
| Light | Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree. | | | |
| ⊠ Medium | Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly. | | | |
| □ Heavy | Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly. | | | |
| □ Very Heavy | Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly. | | | |

Non-physical Demands:

| Non-physical Demands | Frequently | Occasionally | Rarely | Never |
|---|-------------|--------------|--------|-------|
| Time Pressures | X | | | |
| Emergency Situations | | × | | |
| Frequent Change of Tasks | \boxtimes | | | |
| Irregular Schedule/Overtime | × | | | |
| Performing Multiple Tasks Simultaneously | × | | | |
| Working Closely with Others as Part of a Team | × | | | |
| Tedious or Exacting Work | × | | | |
| Noisy/Distracting Environment | × | | | |
| Other (Describe below.) | | | | |

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

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SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

| | Signature of Employee | Date |
|----------------------------------|----------------------------------|------|
| Job Title of Supervisor | Signature of Supervisor | Date |
| Job Title of Department Director | Signature of Department Director | Date |
| | City Manager | Date |
| omments: | | |

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

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